

STRATEGIC PLANNING OF THE SOMERSWORTH SCHOOL DISTRICT

MISSION

The mission of the Somersworth School District is to inspire all students to excel, to develop a thirst of knowledge, and to teach the essential skills necessary to be caring, contributing, and responsible individuals in an ever changing world.

BELIEFS

We believe that everyone should feel welcome and safe in our schools.

We believe that all children can learn.

We believe that learning is the purpose of schools.

We believe that education should help everyone reach full potential.

We believe that education must prepare us for the future.

We believe that today's education shapes tomorrow's world.

We believe that students best succeed when the community, schools, parents, and students work together.

STRATEGIES

1. We will not institute any new program unless it is cost effective, provides adequate staff preparation, adequate funding, adequate space, and describes an appropriate evaluation design.
2. We will not tolerate discrimination in any form.
3. We will organize strategically to accomplish our mission and systematically evaluate our progress in meeting stated objectives on an ongoing basis.
4. We will practice participatory management coupled with accountability.
5. Instructional programming will be accorded the highest priority.
6. We will not engage in any activity that demeans the worth of the individual.
7. We will expect the same high standards from our staff, administrators, and Board members that we expect from our students.
8. After honest evaluation, clear direction and adequate time for improvement, the employment of ineffective staff and administrators will be terminated.
9. We will not tolerate anyone or anything that jeopardizes the safety of self or others.
10. We will not tolerate possession, use, sale or distribution of unlawful substances.

IDLEHURST SCHOOL IMPROVEMENT PLAN

Idlehurst will have a collaborative team structure in place which includes a blended RtI/PBIS Leadership Team. The Leadership Team, with the assistance of NH Responds, will include administration, teachers, staff, and parent partnership. The Leadership Team will focus on improving differentiated core instruction, as well as Tier 2 and Tier 3 supports to improve teaching and learning including curriculum, instruction, and assessment.

Teachers and staff, working in instructional teams, will ensure that curriculum will be aligned to learning standards, using curriculum guides and a variety of resources, including textbooks, other commercial materials, and teacher-created activities and materials. Instructional Teams will organize the curriculum into unit plans that guide instruction for all students and for each student. The unit plans assure that students master standards-based objectives. All teachers will base weekly lesson plans on aligned units of instruction and differentiate assignments in response to individual student performance and methods of assessments. Instruction will clearly state objectives in terms of what the student should know or be able to perform.

TEACHER RESPONSIBILITIES

1. All teachers at the Idlehurst School must make a commitment to the beliefs, mission, and parameters set forth in the Strategic Plan of the Somersworth School District.
2. A teacher's primary responsibility is for children in the classroom.
3. All staff members are responsible for respecting the confidentiality of both children and adults.

DAILY SESSIONS

Grades K -5

- 8:55 - children enter classroom
- 3:13 - walkers and parent-pick-ups dismissed
- 3:15 - bus students are dismissed

PROCEDURES FOR SCHOOL DELAYS/CANCELLATIONS

ALERTNOW

Somersworth has adopted the ALERTNOW-Rapid Communication Service. This automated calling system will notify families and staff when there is a school emergency, such as a snow day. This system is also used in order to notify parents of school events.

- Caller ID will display the school's main number when a general announcement is delivered
- Caller ID will display 411 if the message is a dire emergency
- ALERTNOW will leave a message on any answering machine or voicemail
- If the ALERTNOW message stops playing, press any key 1-0 and the message will replay from the beginning.

The successful delivery of information is dependent upon accurate contact information for each student, so **please make certain that the school has your most current phone numbers.** If this information changes during the year, please let us know immediately.

“No School” and “Delayed Opening” information is also given out over the radio stations WTSN (1270 AM), WPOR (101.9 FM), WHEB (100.3 FM), and WOKQ (97.5 FM) and television stations, WMUR (CH9) Manchester and Portland WCSH (CH6). Stay tuned to these stations after 6:00 a.m. If a storm intensifies during the school day and conditions require school to be dismissed early the radio stations will be contacted and ALERTNOW will be activated. A form will be sent home in the fall for parents to complete regarding where their child should go if we need to dismiss early. Our telephone lines become very busy during these times. Please make sure your child and the teacher knows if they are to go to a different location if such a dismissal is necessary.

SCHOOL COMMUNICATION

ELECTRONIC CORRESPONDENCE

In keeping up with the digital age, we would like to utilize technology to provide families with information starting this year. Information for the schools and district can be found at <http://www.sau56.org>. This webpage provides the school calendar, lunch menus, and links to each school. In addition, teachers will have websites that will provide you with classroom information. The administrators website also includes information on bus procedures, documents that can be printed, and information on schedules, events, and programs at Idlehurst.

The newsletter and other correspondence will be sent via email to families. We hope this keeps us a bit greener and everyone is informed throughout the year!

CALLING A TEACHER

If you need to call a teacher, the best time to reach him/her is at 8:45 a.m. or at 3:25 p.m. The teachers will begin their classes at 8:55 a.m. If the teacher is not available at the time you call, you will be given the teacher's voicemail for you to leave a message and the call will be returned at the earliest possible convenience. Teachers can be reached at 692-2435.

WRITTEN COMMUNICATION

Your principal and teachers send notices when a special need for communication arises. A monthly newsletter is also distributed. This communication will be electronic (or on the school website) unless otherwise requested this year. Parents are welcome in the school anytime; however, if you wish a lengthy conference with a teacher, please make an appointment. Students in grades 1-5 will receive a planner which will be brought to/from school daily. Any questions/concerns/comments to the teacher can be written daily in this planner.

CONFERENCES

Parent-teacher conferences will be held on the evenings of December. Due to the Somersworth School District starting the 2020-2021 school year in full remote learning (Phase 2 of the district plan), we will NOT be hosting an Open House for families to come to the building. Instead, we will be doing an open house virtually. Families will receive an invite to this meeting through email or internet application.

REPORT CARDS

Report Cards:

December (parent conferences held)

March

Last day of school

STUDENT EXPECTATIONS
Be Respectful Be Responsible Be Safe

Students are expected to arrive on time and prepared to do their best. The teachers design instruction to challenge students to make continual progress. Students are expected to follow classroom and school rules by being respectful and treating others kindly. Bullying and threatening is unacceptable and we adhere to the Somersworth School Board policies regarding these unacceptable actions. No weapons of any kind (guns, knives, laser pointers, etc.) are allowed at school. This includes weapon look-a-likes, including toys.

Consequences may include a suspension from school or expulsion in extreme cases. Somersworth Elementary School principals/designees may suspend a student up to 10 school days. Depending on the severity of the offence, the Superintendent may add 10 more days, with the School Board reserving the right to add an additional 10 days. A due process hearing may be held by the School Board with police involvement as necessary.

Students are **NOT** permitted to bring personal items such as toys, cameras, hand-held video games, iPods, cell phones, etc. to school. These items are not needed at school and can cause distractions. The school is not responsible for the damage or the loss of personal items. Students are also reminded not to trade personal items with each other as too often this leads to confusion and disappointment.

Positive Behavioral Intervention Supports (PBIS) is designed to promote a positive school community climate. The words, **Be Safe, Be Responsible, Be Respectful** form the basis of school-wide and classroom activities that teach and demonstrate these qualities. Staff members continually reinforce and model these expectations for our students.

The Idlehurst Behavior Matrix includes positive expectations for the school community. Each student is responsible for knowing the behavior matrix expectations, reviewing it with their parents and returning a signed slip to school indicating that they have discussed this at home.

Just Right at Idlehurst
Treat others as you would like to be treated.

SAFE	RESPECTFUL	RESPONSIBLE
<ul style="list-style-type: none"> • Keep your body in control • Safe pace, safe space • Use materials in a just right way • Be where you are supposed to be for the “just right” time 	<ul style="list-style-type: none"> • First time listener • Just right voice levels • Use kind words • Taking turns • Show you are listening • Express your concerns respectfully • Respect Quiet Zones 	<ul style="list-style-type: none"> • Take care of school property • Take care of others’ belongings • Read for 20 minutes a day • Be prepared – ready to learn • Be an engaged learner • Bring school related material to school

KEY TO SUCCESS AT IDLEHURST ELEMENTARY SCHOOL
Be Safe, Responsible, and Respectful.

- Attend school each day
- Arrive on time
- Stay on school grounds
- Be attentive, cooperative and participate in each lesson taught
- Participate in school activities
- Respect the rights and property of others

GENERAL INFORMATION

ABSENCE

Children are expected to attend school daily and arrive on time (no sooner than 8:45 a.m.) . ***Please call the school by 8:45 a.m. if your child is absent.*** A note should accompany the child when returning to school stating the reason for the absence. School administrators, in conjunction with the truant officer, will address issues of chronic absence on an individual basis. **State law defines truancy as ten half days (5 full days) of unexcused absences.**

APPROPRIATE CLOTHING

Students' preparedness for school includes the choice of appropriate clothing. Clothes that are comfortable to walk and play in and are warm during winter months are appropriate. Wearing shoes that lace, buckle, zip or close with Velcro are best. **Flip flops are discouraged.** Boots are necessary for snow and mud season, but should not be worn in the classroom. Shoes (no slippers please) must be worn in school. During winter, students should come to school with hats, gloves, snow pants and boots to wear for outside recess. Sneakers are required for physical education class. "Wheeled" types of sneakers are **not permitted.** Hats, bandanas, or other forms of headwear shall **not** be worn during the school day. Clothing or accessories should not distract staff or students (for example, body jewelry other than small earrings or brightly colored hair). T-shirts with messages of a sexual or violent nature are not acceptable; A student will be asked to turn the shirt inside out and will be reminded of this policy. In addition, we ask that children do not wear attire that is not covering their body appropriately. For example, belly shirts, pants that show underwear, or some tank tops that will not be allowed at school. This is at the discretion of the Administration.

ARRIVAL AT SCHOOL

Walkers and bicycle riders should arrive between **8:45 a.m.** and **8:55 a.m.**. When students arrive at school, they go directly to his or her classroom unless they are receiving breakfast. Children who are tardy are to stop in the office before going to their classroom and should be **accompanied** by a parent stating the reason they are late in arriving. Parents are asked to allow student to go to class on their own as it will cause less of a disruption to the classroom. Teachers are not available at these times to speak with parents. It is expected that children will arrive on time unless an emergency caused a delay.

BEFORE AND AFTER SCHOOL CHILDCARE

Somersworth Youth Connection (SYC), a 21st century community learning center project through the NH Dept. of Education will once again be providing an extended day learning program for grades K-5 this Fall. Please contact Maureen Jackman for more information regarding the program. She can be reached at 692-2126.

BICYCLES

Children may ride bicycles with parental permission. Because of our busy playground, the children must **WALK** their bicycles on school grounds. They are to be parked in the bicycle area and locked securely. As of January 1, 2006 NH state law requires that all children under the age of 16 **MUST** wear a helmet when riding a bicycle.

DISMISSALS

At times we realize that parents may need to have a child dismissed from school early. Parents (or designee listed on the emergency card) must come to the office and request that their child be dismissed. **Please note: people listed as emergency contacts must be at least 18 years of age.** The teacher will be informed and the child will come to the office. No changes in dismissal routines will be accepted after 2:00 PM.

Tardies and dismissals are noted on student report cards, as well as the number of days absent. It is important to have as few of these as possible.

FAMILY VACATIONS OR TRIPS

Families taking trips during the regular school year have requested teachers provide work to cover the period of time the family will be away. Unless the child is absent for reasons of illness or emergency, this is not a service the teachers are required to provide, however, by consulting with the teacher a meaningful education plan can be developed. **State law defines truancy as ten half days (5 full days) of unexcused absences.**

FIELD TRIPS

Field trips are scheduled as an extension of the curriculum being taught in the classroom. In order for a field trip to be well organized, teachers send home the permission slip to parents at least one week prior to the trip. It is the student's responsibility to see that the permission slip and any money needed for the trip are returned prior to the field trip. This allows teachers the opportunity to schedule the number of chaperones needed and it eliminates confusion on the morning of the trip. If a child does not return the permission slip before the trip, he or she will not be allowed to participate. If the teacher feels that the student will not be successful on the field trip, he or she reserves the right to not have the child participate and instead, the child will stay at school in an alternate classroom for the day. Phone calls home **will not** be allowed to obtain parent's verbal permission.

FIRE AND EMERGENCY DRILLS

Drills are conducted throughout the year in accordance with NH state law. Students are expected to be quiet and orderly during these drills.

HOMEWORK

Homework at Idlehurst School reflects our own needs within the school community and at the same time takes into consideration research findings. In an effort to extend student learning, homework is a shared responsibility among parent/guardian, student, and teacher. We believe that student achievement improves with meaningful practice through multiple opportunities. Life-long learning habits are developed and practiced beginning at the elementary level.

Each homework assignment should be purposeful. Homework may be enriched by including visits to the public library, a museum, arts performance, and physical activities. While we believe homework is important, we also encourage at least thirty minutes of daily physical activity or play. One of the best ways a parent can support their child is to read to or listen to a child read twenty minutes each day. Ongoing communication between school and home is very important. Teachers use "school-home folders" to promote communication. Parents are encouraged to write comments or to ask questions of the teachers.

In an effort to recognize differences among students and grade level standards, each grade will develop a common set of expectations. Homework descriptions and requirements for each classroom will be written and distributed at the beginning of the school year at Open House. These will include procedures for doing homework, returning homework, and consequences for work that has not been attempted.

Homework assigned to Idlehurst students will:

- Typically occur Monday through Thursday, except for special or long-term projects
- Take approximately 10 minutes per night, per grade level, i.e., K & 1 = 10, grade 2 = 20
- Include an additional 20 minutes of reading each night
- Be modified based on student learning needs and grade level standards
- Be returned promptly even if it is NOT completed so that it can be worked on at school. Parents of students experiencing difficulty should send a note to the teacher along with unfinished work.
- Be reviewed promptly by the teacher
- Be documented on student report cards in the areas of work habits and effort
- Be concentrated in the areas of literacy and mathematics with social studies and science woven throughout
- Promote study skills, introduce, and reinforce learning

LOST AND FOUND

A "lost and found" box is maintained on the cafeteria stage and in the foyer. Parents are welcome to examine this box for lost items. After 30 days, items of value that remain unclaimed are eventually given to a charitable organization. Labeling your child's clothing, backpack, lunchbox, etc. reduces the number of items that are placed in the lost and found box.

LUNCH

Hot lunch money will be collected each Monday. The cost is \$2.70 per day or \$13.00 per week per student. Please make checks payable to the Somersworth Hot Lunch Program. An application for free or reduced hot lunch is available to parents or guardians who qualify. Please see below for more information. **Please note that snack milk is not a part of the free lunch program. If your child orders snack milk and you receive free or reduced lunch, then you will be charged.** Snack milk will be \$.50 per day. Milk can also be purchased at lunchtime to accompany a lunch the child brings

from home. It is much easier for everyone (student, teacher, and cafeteria staff) if the child pays by the week. Please send all money in a sealed envelope with the child's name, teacher's name and what the money is for stated on the envelope. We will be serving breakfast from 8:45-8:55 daily for grades K-2. Breakfast will cost \$1.60. Cereal and other choices, as well as juice and milk will be on the menu. If weather conditions require a delayed opening **NO** breakfast will be served. **Café Services will be sending home more information at the beginning of the year regarding the program and guidelines for unpaid balances.**

Each student may apply for free or reduced lunch at any time during the school year. No student will be denied lunch based on their ability to pay and will receive the same lunch that a paying student receives. Students who received free or reduced lunch during the prior school year may temporarily start receiving free or reduced lunch the first day of school. However, they must submit a new application to continue receiving free/reduced lunch after the new announced date. All students need to wait until the new applications have been processed. Every student wishing to apply for free or reduced lunch needs to complete a new application each school year in order for the student to continue on this program after the announced date. Once applications have been processed you will receive a letter regarding your application.

PETS

Dogs and other pets **are not** allowed to accompany children to school.

RECESS

All children have a recess and lunch period. Children are not allowed to remain indoors at recess time unless supervised by an aide or teacher. **In general if a child is well enough to come to school, he or she is able to participate in outside recess. A doctor's note is required when a child must stay in due to a medical need.**

SHARED FACILITIES

Library: A library appropriate to the supplemental learning needs of elementary school classrooms is provided. In addition to reference materials, periodicals, and books geared to various levels of learning, the library includes spaces for specialists. The library utilizes an automated system for checking in and out books and for the cataloging of books.

SNACK TIME

We are pleased to report that Idlehurst School has been awarded the opportunity to participate in the Fresh Fruit and Vegetable Program (FFVP) this year. This is made possible by a grant from the NH Dept. of Education.

Through this program all the students at Idlehurst will be provided with FREE fresh fruits and vegetables every day at snack time. They are encouraged to bring in an additional healthy snack also, if they wish. The children will taste many different fresh fruits and vegetables throughout the year.

For more information about this program, and many helpful resources that can be used at home, look at the NH Fruit and Vegetable Program's website: www.dhhs.nh.gov/DHHS/NHP/fruitsandveggies. Eating plenty of fruits and vegetables helps us get the fiber, vitamins, and minerals we need to stay healthy and fight off illness and obesity. We are very excited to bring this great program to our students!

STUDENT DROP OFF AND PICK UP PROCEDURES

All busses will come to the front of the building for morning drop off and afternoon pick up. The car drop off and car pick up will be in the back of the building at the portico.

For morning drop off, adults that wish to accompany their child into the building will use the front entrance where you will be asked to sign in and wear a visitor badge. For afternoon pick up, parents wishing to greet their child(ren) are asked to wait outside by the front entrance.

Kindergarten Parent Car Pick-Up Procedures: All kindergarten parents will be asked to park in the K designated spots on the side of the school building near the gym entrance. Your children (including their older siblings) will be near the entrance of the gym where you can get them and put them in the cars. Parents waiting for spots to open will form a line in the designated area and will pull in to a spot once there is available spot.

SUPPORT SERVICES

Philosophy: Firmly entrenched in the Somersworth School District's philosophy of education is the idea that every child deserves an opportunity to learn to the best of his/her ability. Consistent with this philosophy, several support services exist at Idlehurst School to meet the specific needs of individual children. Conceptually and practically, these services are extensions of the classroom curricula, since they involve the interface of specialists and teachers on a regular basis.

Learning Center: Organizationally, the Learning Center at Idlehurst serves as a hub for the delivery of an arena of support services. Children with identified needs work with the special education teachers, aides, mainstream coaches, the speech and language pathologists, the reading consultant, the ESOL teacher, and/or other specialists.

Speech and Language Services: Students with demonstrated needs in speaking, oral language, or written language skills may participate in a variety of activities designed to remediate deficient areas.

Somersworth Early Education – (SEE): The SEE program is a preschool program located at Idlehurst that provides opportunity through language-based programming to children in the areas of early education, speech and language therapy, motor development, social experiences, hands-on learning and community experiences.

Reading Consultant Services: The Reading Specialist and Title 1 tutors at Idlehurst School provide support services in reading and writing. These services respond to a variety of student and staff needs. Title 1 is a federally funded program. Idlehurst is a school-wide program. In a school-wide program, all students are eligible to receive services, thus parental permission is not required. However, parents of students receiving services will be notified.

School Counseling Services: The school counselors serve as active members of the Idlehurst child study team. In this capacity, they collaborate with other specialists in identifying children with particular academic needs and in providing direct service to those students demonstrating specific social behavioral, and/or emotional needs.

Records indicate that one out of four children visit the counselor's office during each school year. Many students refer themselves by requesting an appointment to see the counselor, while other students are referred by parents or teachers. Approximately forty students meet with the counselor on a regular, weekly basis. The counselors make frequent classroom visitations and presentations. The Idlehurst PBIS Program is also coordinated by the counselors. Data is collected through an online program SWIS.org based at the University of Oregon. This information helps us make decisions and changes in our school-wide discipline plan.

TRANSPORTATION

1. Please review the rules and consequences with your child as stated in the School Board Policy below. These are important discipline procedures.
2. **Any child who is NOT taking the bus on a particular day must bring a signed note.** *The school must have this information in writing or the child will be placed on the bus.* Too often young children think someone is going to pick them up at the end of the day when in fact no plans were made to do so.
3. Children who plan to go visit at a friend's house after school may **NOT** ride home on a bus other than the bus they regularly ride. Only in an absolute emergency will this be allowed.
4. Children are transported based on their home address. A **transportation waiver** must be completed and approved in order for transportation to a location other than your home. Waiver forms can be obtained in the school office. Under no circumstances will a student be transported on a school vehicle, to a parents/guardian's place of employment.

VISITING & BADGES

All visitors ARE REQUIRED to check in at the front office prior to going to a class or the common areas. This is to be done at ALL times during the day for our children's safety. Please sign in even if you are just walking your child to class in the morning and obtain a visitors badge to wear.

Parents are welcome to visit in the classrooms by **making prior arrangements** with the teacher. We ask that they first **report** to the office. Parents should not expect to meet with a teacher on short notice or without consulting the teacher first.

School volunteers are asked to sign in the volunteer book and wear a School Visitor Badge. School personnel are also REQUIRED to wear badges at all times while in the building.

VOLUNTEERS

There is no better way to learn about your school than to sign up to share your talent with us. You may choose to volunteer at our school through our volunteer program. All volunteers (including field trip chaperones) must have a background check completed **prior to volunteering**. This includes being fingerprinted, which takes up to three weeks to complete. Please go to the SAU #56 Central Office at 51 West High Street and they will provide you with the paperwork. Volunteers are asked to sign the Volunteer Log Book in the office.

HEALTH

1. **THE RESPONSIBILITY FOR THE HEALTH OF EACH CHILD IS PRIMARILY THAT OF THE PARENTS. THE SCHOOL HEALTH SERVICES PROGRAM WILL STRIVE TO PROTECT AND IMPROVE THIS HEALTH IN COOPERATION WITH PARENTS, MAKING USE OF COMMUNITY RESOURCES, EDUCATIONAL MATERIALS, AND A SOUND HEALTH PROGRAM.**
2. First aid will be given to pupils **while at school**.
3. Injuries occurring at home are the **responsibility of the family** and should be treated at home.
4. Treatment, considered to be any care given after the initial care, shall not be given except upon request of the parent and with a written order from the pupil's own doctor.
5. An emergency form for each pupil listing the name, address, and telephone number of **PARENTS OR GUARDIAN AND OTHER PERSONS AUTHORIZED TO ASSUME RESPONSIBILITY**, together with the name of their physician, will be kept in the school office. Parents are responsible for informing the school as to changes in information on this emergency form.
6. In case of extreme emergency, the pupil will be transported to the hospital and the parent will be notified as soon as possible.
7. If there is any question of a child not feeling well in the morning, he/she should be kept home. If a pupil becomes ill during the school hours, the family or other authorized person will be notified and will be expected to provide transportation home. Any child with a fever of 100 or greater needs to be kept home and should not return to school until he/she is **fever free for 24 hours**.
8. Parents are requested to notify the school nurse of any change in their child's health status throughout the school year. Medical examination by their own physicians, immunizations and booster shots, and any medication taken regularly or treatment required for any condition should be reported. Allergies (such as bee stings, food, etc.) must be made known to the School Nurse. Health records on each child shall be maintained throughout the school years and shall be kept confidential.
9. Students who are unable to participate in the total school program shall present a letter from the physician stating the reasons and the approximate duration of limitation. This includes recess.
10. When other arrangements can be made, medication should not be taken during school hours. Most prescription medications can be regulated around school hours. When medication **MUST** be taken during the school day, it must be a prescribed medication. Aspirin, over-the-counter cough syrups, etc. can be taken before and after school.

If a prescribed medication must be taken during school hours, the school nurse **MUST** have the following three items:

- A prescription written by the doctor stating what the medication is, the dosage, and that it is necessary for the child to take it in school.
- A properly labeled container (from drug store).
- A note from the parent or guardian giving permission to the school nurse, or her designated choice, to observe the child taking his or her medication.

Medicine is to be delivered to the school by the parent/guardian. Students are not permitted to carry medication back and forth between home and school or in their backpacks.

11. Questions regarding school health policies should be directed to the school nurse through the school office.

Pupils may be given a vision and hearing screening during the school year. The school nurse shall notify parents of any defects detected during routine inspections and screening tests. Parents shall be responsible for the follow-up care, which will include obtaining a diagnosis and/or treatment as prescribed by a qualified doctor, dentist, or other specialist. Applications for financial assistance in cases of hardships can be made to the proper agency through the school nurse.

13. RECOMMENDED SCHOOL CONTROL MEASURES FOR COMMUNICABLE DISEASES FROM THE NH BUREAU OF COMMUNICABLE DISEASES CONTROL:

CHICKEN POX: Exclude from school for one week after the appearance of rash by which time the lesions should be crusted..

CONJUNCTIVITIS: (pink eye): Children should not attend school while lids are swollen and if there is a discharge and has been on medication for 24 hours.

IMPETIGO (a skin lesion or lesions containing pus): Exclude from school for 48 hours from the time effective treatment with penicillin or other antibiotics has begun. Contacts should be carefully observed.

INFECTIONS OF THE GASTRO-INTESTINAL SYSTEM (nausea and diarrhea): Exclude from school during acute illness. Strict attention to personal hygiene.

MEASLES: With the occurrence of ONE case of the measles in the school, all UNIMMUNIZED children will be excluded from school for two weeks.

PEDICULOSIS (head or body lice and nits): If live lice are identified, student is excluded from school until adequate treatment is completed. Students with nits will not be excluded from school, but their parent will be notified and they will be checked daily until nits are no longer present.

SCABIES: Exclude from school until adequate treatment is completed.

STREP THROAT: Exclude from school until student has been on effective antibiotic treatment for 24 hours.

PARENT'S RIGHT TO KNOW

Somersworth elementary and middle schools receive Title 1 funds to help students reach established academic standards. Currently teachers in each school are qualified to teach in their assigned grade levels and subject areas. Under the Federal Law, No Child Left Behind Act of 2001, we are required to notify parents of their rights. Maple Wood, Idlehurst and Somersworth Middle School parents may request information about the qualifications of the student's classroom teachers. In particular, a parent may seek the following information:

- Whether the teacher meets state qualification for the grade level and subject area of instruction
- Whether the teacher is teaching outside the certification;
- The degree held by the teacher and any other graduate certification or degrees and the field of the certification or degree; and
- Whether the child is provided services by paraprofessionals and if so, their qualifications.

If you would like to request any of the above information, please call the Title 1 Project Manager at 692-2126. A written request can be sent to 7 Memorial Drive, Somersworth, NH, 03878. All responses will be made in a timely manner.

IDLEHURST SCHOOL TITLE I - PARENT INVOLVEMENT PHILOSOPHY PROCEDURES & GUIDELINES

Idlehurst School recognizes that a child's education is a responsibility shared by the school and family during the entire period the child spends in school. To support the Somersworth School District policy to educate all students effectively, the school and parents must work as knowledgeable partners. Idlehurst will establish programs and practices that enhance parent involvement and reflect the specific needs of students and their families. They will include, but not be limited to, the following components of successful parent involvement programs:

- Communication between home and school is regular, two-way, and meaningful.
- Responsible parenting is promoted and supported.
- Parents play an integral role in assisting student learning.
- Parents are welcome in the school, and their support and assistance are sought.
- Parents are full partners in the decisions that affect children and families.
- Community resources are made available to strengthen school programs, family practices, and student learning.

TITLE I – PARENT/GUARDIAN INVOLVEMENT POLICY

This parent involvement policy was developed in cooperation by the administrative team at Title I schools, parents of participating students and the school district. It will be made available to all parents/guardians of participating students.

District Requirements:

- Annually Title I Program staff will involve parents in the development of the Title I Plan and Title I Program Evaluation through feedback from surveys and interpersonal communication. The Title I staff will continue to solicit their involvement in school improvement efforts.
- The school district and administrative team will build school and parent capacity for strong parental involvement. The team will also provide technical and advisory assistance in development and implementation of the plan and effective parent involvement activities.
- The school district staff will coordinate and integrate Title I parental involvement strategies with other programs.

Title I School Requirements:

- The Title I School will hold an annual meeting in a timely manner to inform participating families about the program, parental rights and responsibilities, and opportunities for partnership between the school and the home in building the student's academic skills. At the initial meeting, the staff will ...
 - ensure that all parents receive the "parents right to know" document, regarding teacher qualifications;
 - provide information about the assessments used in determining eligibility and the nature and content of specific programs that will be used to supplement classroom instruction;
 - provide written information about the results of their particular student's assessment and the content of the program in which their child will be participating within one week of the start date for their child's instruction; and
 - follow-up with phone calls to clarify any information needed.
- Parents will be informed of meetings in writing and if possible, invited personally via phone call. If there is a need expressed for childcare or transportation, the Title I program will make arrangements for students (when appropriate) and siblings to be cared for on-site during the meetings free of charge to the parents. If needed, transportation will be made available to parents wishing to attend.
- Additional meetings may be scheduled during the year to provide an opportunity for parents to ask questions and gain information about academic development and strategies to help their students succeed. Meetings will be geared toward meeting the expressed needs of the parents with regard to their student's academic development and skills.
- Parent feedback will be gathered to assess the program's effectiveness and to help inform future decisions about its scope and content.

National PTA Standards for Parent/Family Involvement Program

Idlehurst seeks and encourages parental participation in decision-making that affects students and school programs. All parents may:

- Attend an annual meeting to understand the Title1 Program, i.e. planning, reviewing, offering suggestions for improvements, and evaluating the Title1 program, parent policies, and the Title 1 grant application.
- Meet with Idlehurst reading staff members at the school's Open House in the fall and Parent/Teacher Conferences at the end of the first marking term to share information about the program and individual student progress. Additional conferences may be scheduled upon request. Parents will regularly receive written progress reports.
- Sign a *School Family Compact*.
- Obtain information about the school's curriculum, assessments used to measure a child's progress including state assessments, and instructional strategies used in the learning process.
- Attend meetings organized by the PTA and Title 1 designed to assist parents in understanding how students can improve skills, get help when needed, meet class expectations, and perform well on assessments.
- Participate in activities and programs sponsored by the PTA to increase parents awareness of curriculum, school environment, and resources to enhance parenting skills.
- Receive written or verbal communication on a regular basis including:
 - Student progress
 - Suggestions for working with students at home
 - The school newsletter
- Have access to the Parent Resource Collection that includes pamphlets, books and videos about working with children, and games/activities that will assist students in the learning process.
- Seek additional information through various methods including:
 - Contacting Idlehurst School at 692-2435.
 - Contacting the Title 1 Project Manager at 692-2126
 - Viewing the district website at www.sau56.org

Title 1 is also committed to promoting effective two-way communication through flexible meeting arrangements including time, location, transportation, and /or assistance with childcare.

SCHOOL POLICIES

IMMUNIZATIONS (School Board Policy JLCB)

Any child being admitted to the District must present proof of meeting the physical examination and immunization requirements within thirty (30) days of entrance. Failure to comply with this provision may result in exclusion from school for the child.

Principals will notify parents of this requirement at the earliest possible date, so that the necessary plans can be made with the family physician or other medical resources to accomplish this standard prior to a child being admitted to school.

A child shall be exempted from the above immunization requirements if he/she presents evidence from his/her physician that immunization will be detrimental to his/her health. A child shall be excused from immunization for religious reason, upon the signing of a notarized form by the parent or guardian stating that the child has not been immunized because of religious beliefs.

NONDISCRIMINATION POLICY STATEMENT (School Board Policy AC)

The Somersworth School District shall not discriminate in its education programs, activities, or employment practices on the basis of race, color, national origin, age, sex, sexual orientation, marital status, religion, domestic violence, harassment, sexual assault, stalking, handicap or economic status under the provision of Title VI of the Civil Rights Act of 1964, the Age Discrimination Act of 1967, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973. Any person having inquiries concerning the School District's compliance with the regulations implementing these laws may contact the Superintendent of Schools.

UNLAWFUL HARASSMENT AND VIOLENCE POLICY (School Board Policy JBAB)

I. STATEMENT OF POLICY AND DEFINITION OF UNLAWFUL HARASSMENT

The Somersworth School District is committed to providing all students with a school environment that is free of unlawful harassment. Actions, writings, or comments based upon a person's race, color, religion, sex, sexual orientation, marital status, national origin, citizenship, pregnancy, veteran's status, age, mental or physical disability, or any other personal characteristic protected under the law will not be tolerated. Harassment (both open and hidden) is a form of misconduct that is unkind and demeaning to others and is strictly prohibited by state and federal law.

Sexual Harassment

Sexual harassment is defined as unwelcome sexual or gender-based conduct that creates a hostile, intimidating or offensive school environment. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, physical or visual conduct of a sexual nature. Sexual harassment can take many forms. Examples include obscene gestures, excessive flirting, leering, unnecessary physical contact or touching, repeated requests for dates, comments about a person's body or physical appearance, crude jokes, dirty emails, gossip, sexual pictures, and graffiti.

Whether or not conduct is sexual harassment depends upon the perception of the target of the actions or bystanders and *not* upon whether the harasser intended to hurt or harass anyone. People can harass others of the same sex or the opposite sex. All sexual harassment, whether it occurs among students or between administrators, teachers or staff and students, is against the law and will not be tolerated. At the Somersworth School District, freedom from sexual harassment is not only a legal commitment; it is a moral commitment as well.

Other Forms of Unlawful Harassment

While it is not always easy to identify precisely what conduct is unlawful harassment, prohibited conduct certainly includes slurs, derogatory comments, unwelcome jokes, teasing, and other similar verbal or physical conduct.

SEXUAL HARASSMENT AND SEXUAL VIOLENCE

(School Board Policy JBAA)

SEXUAL HARASSMENT – STUDENTS

I. PURPOSE

The purpose of this policy is to maintain a learning environment for students that is free from sexual harassment or other improper or inappropriate behavior that may constitute harassment as defined below.

Sexual harassment is against the law and is against school board policy. Any form of sexual harassment is strictly prohibited.

It is a violation of this policy for any student to harass another student through conduct or communication of a sexual nature as defined by this policy.

The District will investigate all complaints, either formal or informal, verbal or written, of sexual harassment and will discipline any student who sexually harasses another student.

II. SEXUAL HARASSMENT/SEXUAL VIOLENCE DEFINED

Sexual harassment of students shall include, but is not limited to, unwelcome sexual advances, requests for sexual favors and other verbal, nonverbal or physical conduct of a sexual nature when:

1. The conduct or communication has the purpose or effect of demanding sexual favors in exchange for benefits;
2. Submission to or rejection of the conduct or communication is used as the basis for educational decisions affecting a student;
3. The conduct or communication is so severe, persistent or pervasive that it has the purpose or effect of unreasonably interfering with a student's educational performance or opportunities; or creates an intimidating, offensive or hostile educational environment.

Relevant factors to be considered will include, but not be limited to: did the student view the environment as hostile; was it reasonable to view the environment as hostile; the nature of the conduct; how often the conduct occurred and how long it continued; age and sex of the complainant; whether the alleged harasser was in a position of power over the student subjected to the harassment; number of individuals involved; age of the alleged harasser; where the harassment occurred; and other incidents of sexual harassment at the school involving the same or other students.

Examples of sexual harassment may include, but not be limited to: physical touching or graffiti of a sexual nature; displaying or distributing of sexually explicit drawings; pictures and written materials; sexual gestures or obscene jokes; touching oneself sexually or talking about one's sexuality in front of others; or spreading rumors about or rating other students or others as to appearance, sexual activity or performance.

III. REPORTING PROCEDURES

1. The Superintendent or his/her written designee is responsible for implementing all procedures of this policy. Additionally, the Superintendent may develop and implement additional administrative regulations in furtherance of this policy.
2. Any student who believes he or she has been the victim of sexual harassment should report the alleged act(s) immediately to any District employee or the building Principal. If a student initially reports the alleged act to a District employee, that employee shall immediately notify the building Principal, who shall then immediately notify the Superintendent.
3. The Board encourages all students and staff members to use the Report Form available from the Principal or Superintendent.
4. In each building, the Principal is the person responsible for receiving oral or written reports of sexual harassment. Upon receipt of a report, the Principal will notify the Superintendent immediately without screening or investigating the report. If the report was given verbally, the Principal shall reduce it to written form within 24 hours and then forward it to the Superintendent. Failure to forward any sexual harassment report or complaint as provided herein will result in disciplinary action. If the complaint involves the building Principal, the complaint shall be filed directly with the Superintendent.
5. The Board designates the Superintendent as the District Human Rights Officer to receive any report or complaint of sexual harassment. If the complaint involves the Superintendent, the complaint shall be filed directly with the School Board.
6. Submission of a complaint or report of sexual harassment will not affect the student's standing in school, grades, work assignments, eligibility for extra-curricular activities or any other aspect of the student's educational program.
7. The use of formal Reporting Forms provided by the District is voluntary. The District will respect the confidentiality of the complainant and the individual(s) against whom the complaint is filed as much as possible, consistent with the School

District's legal obligations and the necessity to investigate allegations of sexual harassment and take disciplinary action when the conduct has occurred.

IV. INVESTIGATION AND RECOMMENDATION

The Superintendent, as the designated Human Rights Officer, will authorize an investigation upon receipt of a report or complaint alleging sexual harassment. This investigation may be conducted by District officials or by a third-party designated by the School Board.

If District officials conduct the investigation, the investigation should consider the surrounding circumstances, the nature of the sexual advances, the relationship between the parties and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes sexual harassment requires a determination based on all the facts and surrounding circumstances.

The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator. Students who are interviewed may have a parent or other representative present.

In addition, the District may take immediate steps, at its discretion, to protect the complainant, students and employees pending completion of an investigation of alleged sexual harassment.

If the Board determines that a third-party designee should conduct the investigation, the District agrees to assent to that party's methods of investigation.

Upon completion of an investigation conducted by either District officials or a third-party, the Board and the Superintendent will be provided with a written factual report and recommended action.

V. SCHOOL DISTRICT ACTION

If the investigating party determines that the alleged conduct constituted sexual harassment, the Superintendent or Principal may discipline the offending student. Such discipline may include, but is not limited to, detention, in-school suspension, out-of-school suspension, or expulsion. Discipline will be issued in accord with other applicable Board policies. Due to FERPA and other privacy-related laws, the victim will not be informed of what discipline was imposed.

If the investigating party determines that the alleged conduct did not constitute sexual harassment, both the complaining party and the accused will be informed of such. No disciplinary action will be taken.

Conduct which does not rise to the level of sexual harassment as defined by the policy, but is nonetheless inappropriate or is in violation of other Board policies, will be addressed on a case-by-case basis by the Superintendent or Principal, who may still impose discipline or order the offending student to engage in some remedial action.

VI. REPRISAL

The School District will discipline any student who retaliates against any other student who reports alleged sexual harassment or who retaliates against any person who testifies, assists or participates in an investigation, proceeding or hearing relating to a sexual harassment or sexual violence complaint. Retaliation includes, but is not limited to, any form of intimidation, threats, reprisal or harassment.

VII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

These procedures do not deny the right of any student to pursue other avenues of recourse, which may include filing charges with the Commissioner of Education, initiating civil action or seeking redress under state criminal statutes and/or federal law.

VIII. SEXUAL HARASSMENT OR SEXUAL VIOLENCE AS SEXUAL ABUSE

Under certain circumstances, sexual harassment or sexual violence may constitute sexual abuse under New Hampshire law. In such situations, the District shall comply with all pertinent laws.

Nothing in this policy will prohibit the School District from taking immediate action to protect victims of alleged sexual abuse.

IX. AGE-APPROPRIATE SEXUAL HARASSMENT POLICY

Per the requirements of Ed 303.01(j), the School Board is required to establish a policy on sexual harassment, written in age appropriate language and published and available in written form to all students. This policy is intended to apply to middle-school and high-school aged students.

The Superintendent and building Principal(s) are charged with establishing policies, rules, protocols and other necessary age-appropriate information or materials for the District's elementary schools.

X. BY-PASS OF POLICY

Any individual with a sexual harassment complaint may choose to bypass this Policy and accompanying regulation and proceed directly to: N.H. Commission on Human Rights, at 2 Chenelle Dr., Concord, NH 03301, phone 603-271-2767 or US Department of Health & Human Services, Office for Civil Rights, Region 1, JFK Building, Room 1875, Boston, MA 02203, phone 617-565-1340.

SEX OFFENDER REGISTRY INFORMATION

The School Board recognizes the danger sex offenders can pose to student safety. Further the Board recognizes that under RSA 651-B:7, it is the responsibility of law enforcement to maintain a list of registered offenders residing in the community. Therefore, the School District will not disseminate sex offender registry information to parents. Anyone requesting registry information from the School District will be referred to local law enforcement authorities or the State of New Hampshire's Registered Sex Offender Registry website <http://www.egov.nh.gov/nsor>.

BULLYING

(School Board Policy JICK)

The Somersworth School Board is committed to providing all students a safe and secure environment. Students are expected to conduct themselves with respect for others and in accordance with this policy and other Board policies and school rules governing student conduct. The Board will take reasonable steps to protect all students from the harmful effects of bullying and cyberbullying that occurs at school and/or that interferes with student learning and orderly school operations. The Superintendent is responsible for implementing this policy, but may delegate specific responsibilities to administrators and other as deemed appropriate.

This policy shall apply to all pupils and school-aged persons on school district grounds and participating in school district functions, regardless of whether or not such pupil or school-aged person is a student within the District.

Definitions:

1. "Bullying" means a single significant incident or a pattern of incidents involving a written, verbal or electronic communication, or a physical act or gesture, or any combination thereof, directed at another student which:
 - a. Physically harms a student or damages the student's property;
 - b. Causes emotional distress to a student. For the purposes of this policy, the term "emotional distress" means distress that materially impairs the student's participation in academic or other school-sponsored activities. The term "emotional distress" does not include the unpleasantness or discomfort that accompanies an unpopular viewpoint;
 - c. Interferes with a student's educational environment;
 - d. Creates a hostile educational environment; or
 - e. Substantially disrupts the orderly operation of the school.

"Bullying" shall also include actions motivated by an imbalance of power based on a student's actual or perceived personal characteristics, behaviors or beliefs, or motivated by the student's association with another person and based on the other person's characteristics, behaviors or beliefs if those actions cause one or more of the results in paragraphs (a) through (e) above.

Bullying or cyberbullying of a student on the basis of sex, sexual orientation, gender identity, race, color, ancestry, national origin, religion, age, marital status, familial status, pregnancy, physical or mental disability may constitute illegal discrimination under federal and/or state laws. Complaints regarding such conduct may be processed through the Board's Student Discrimination and Harassment Complaint Procedure (AC-R).

2. "Cyberbullying" means conduct defined in Paragraph 1 that takes place through the use of electronic devices.
3. "Electronic devices" include but are not limited to telephones, cellular phones, computers, pagers, electronic mail, instant messaging, text messaging and websites.
4. "School property" means all real property and all physical plant and equipment used for school purposes, including public or private school buses or vans.
5. "Perpetrator" means a student who engages in bullying or cyberbullying.
6. "Victim" means a student against whom bullying or cyberbullying has been perpetrated.

Prohibited Conduct:

Students are prohibited from bullying and cyberbullying actions or communications directed toward other students which:

1. Occur on, or are delivered to, school property or a school-sponsored activity or event on or off school property; or
2. Occur off school property or outside of a school-sponsored activity or event, if the conduct interferes with a student's educational opportunities or substantially disrupts the orderly operations of the school or school-sponsored activity or event.

Students are further prohibited from retaliating against or making false accusations against a victim, witness or anyone else who in good faith provides information about an alleged act of bullying or cyberbullying.

There shall be disciplinary consequences, interventions or both for a pupil who commits an act of bullying or cyberbullying or falsely accuses another of the same as a means of retaliation or reprisal.

Administrators have the discretion to determine appropriate disciplinary consequences and/or interventions for violations of this policy based upon the relevant facts and circumstances in a particular case, including but not limited to the age and maturity of the students involved; the type and frequency of the behavior; a student's willingness to cooperate in the investigation and correct behavior; and the student's prior disciplinary record. In addition as deemed appropriate offer assistance to the victim or perpetrator.

Reporting:

At each school, the Principal, *or designee* shall be responsible for receiving complaints of alleged violations of this policy.

Student Reporting

1. Any student who believes he or she has been the victim of bullying should report the alleged acts immediately to the Principal. If the student is more comfortable reporting the alleged act to a person other than the Principal, the student may tell any school district employee or volunteer about the alleged bullying.
2. Any school employee or volunteer who witnesses, receives a report of, or has knowledge or belief that bullying may have occurred shall inform the Principal as soon as possible, but no later than the end of that school day.

School staff and volunteers are required to report possible incidents of bullying or cyberbullying to the building principal as soon as practicable. Parents and other adults are also encouraged to report any concerns about possible bullying or cyberbullying of students to the building principal.

1. The building principal or designee **shall** notify the parents/guardians of the alleged victim(s) and perpetrator(s) that a bullying/cyberbullying report has been made within 48 hours of the report and in accordance with applicable privacy laws. However, the building principal or designee may request a waiver of this parent notification requirement from the Superintendent. The Superintendent may waive parent/guardian notification at this stage of the procedure if he/she determines this to be in the best interest of the victim(s) and/or the perpetrator(s). Any such waiver of the parent notification requirement shall be made in writing.

Report Handling/Investigation

An investigation of the bullying/cyberbullying report will be initiated by the building principal or designee *as soon as possible* within five school days. All substantiated incidents of bullying or cyberbullying will be reported to the superintendent of schools or designee.

- a. The alleged perpetrator(s) will be provided the opportunity to be heard as part of the investigation.
- b. Privacy rights of all parties shall be maintained in accordance with applicable laws.
- c. The building principal or designee shall keep a written record of the investigation process.
- d. The building principal or designee may take interim remedial measures to reduce the risk of further bullying/cyberbullying, retaliation and/or to provide assistance to the alleged victim while the investigation is pending.

- e. The building principal or designee shall consult with the Superintendent as appropriate concerning the investigation and any remedial measures or assistance provided.
- f. The investigation shall be completed within 21 school days of receipt of the report, if practicable. The Superintendent may grant in writing an extension of time to complete the investigation of up to 7 additional school days if necessary. The Superintendent shall notify all parties involved of any such extension.
- g. If the building principal or designee substantiates the bullying/cyberbullying report, he/she shall, in consultation with the Superintendent determine what remedial and/or disciplinary actions should be taken against the perpetrator(s) and determine what further assistance should be provided the victim(s), if any.
- h. The building principal or designee shall inform the victim(s), the perpetrator(s) and their parents/guardians in writing of the results of the investigation and any remedies and/or assistance provided by the school, including strategies for protecting students from retaliation. Such communication shall be provided within 10 school days of completion of the investigation and shall be compliance with applicable privacy laws.
- i. Consistent with applicable law, the District will not require or request that a student disclose or provide to the District the student's user name, password or other authenticating information to a student's personal social media account. However, the District may request to a student or a student's parent/guardian that the student voluntarily share printed copies of specific information from a student's personal social media account if such information is relevant to an ongoing District investigation.

Immunity

Any employee of the school unit or contract company, regular school volunteer, student or parent/guardian shall be immune from civil liability for good faith conduct arising out of or pertaining to the reporting, investigation, findings, and the development or implementation of any recommended response under this policy.

Training

1. The school administration shall provide appropriate training on this policy for school employees, regular school volunteers and any employees of companies contracted to provide services directly to students. The purpose of the training is to prevent bullying/cyberbullying and to educate staff on how to properly identify, respond to and report incidents of bullying/cyberbullying.
2. The school administration shall provide an annual age-appropriate education program for students and families which sets out expectations for student behavior regarding bullying/cyberbullying prevention, how to identify, respond to and report bullying/cyberbullying. Building administrators are responsible for scheduling the required training each year.

Annual Report to the Department of Education

The Superintendent shall annually report to the Dept. of Education on the form provided by the Department of Education substantiated bullying/cyberbullying incidents. Such report shall not contain personally identifiable information regarding students.

Dissemination of Policy

This policy shall be posted on the district website and included in student and employee handbooks. It shall also be provided to employees of any company contracted to provide services directly to students. The policy may also be disseminated by other means as determined by the Superintendent.

Appeals

A parent or guardian who is aggrieved by the investigative determination letter of the principal or his/her designee may appeal the determination to the Superintendent for review. The appeal shall be in writing addressed to the Superintendent, shall state the reason(s) why the appealing party is aggrieved, and the nature of the relief they seek. The Superintendent shall not be required to re-investigate the matter and shall conduct such review as he/she deems appropriate under the circumstances.

It is in the best interests of students, families and the District that these matters be promptly resolved. Therefore, any such appeal to the Superintendent shall be made within ten (10) calendar days of the parent/guardian's receipt of the investigative determination letter of the principal or his/her designee. The Superintendent shall issue his/her decision in writing.

If the parent or guardian is aggrieved by the decision of the Superintendent, they may appeal the decision to the school board within ten (10) calendar days of the date of the parent/guardian's receipt of the Superintendent's decision. An appeal to the Superintendent shall be a prerequisite to any appeal to the School Board.

The appeal to the School Board shall be in writing, addressed to School Board Chair in care of the Superintendent, shall state the reason(s) why the appealing party is aggrieved, and the nature of the relief they seek.

An aggrieved parent/guardian has the right to appeal the final decision of the local School Board to the State Board within thirty (30) calendar days of receipt of the written decision of the local School Board in accordance with RSA 541-A and State of New Hampshire Department of Education Regulations set forth in ED 200. The State Board may waive the thirty-day requirement for good cause shown, including, but not limited to, illness, accident, or death of a family member.

DANGEROUS WEAPONS ON SCHOOL PROPERTY (School Board Policy JICI)

A. Definitions

Confidential Data/Information - Information that the Somersworth School District is prohibited by law, policy or contract from disclosing or that the District may disclose only in limited circumstances.

Confidential data includes, but is not limited to, personally identifiable information regarding students and employees.

Critical Data/Information - Information that is determined to be essential to District operations and that must be accurately and securely maintained to avoid disruption to District operations. Critical data is not necessarily confidential.

B. Data and Privacy Governance Plan - Administrative Procedures.

1. **Data Governance Plan.** The Superintendent, in consultation with the District Information Security Officer ("ISO") (see paragraph C, below) shall create a Data and Privacy Governance Plan ("Data Governance Plan"), to be presented to the Board no later than June 30, 2019. Thereafter, the Superintendent, in consultation with the ISO, shall update the Data Governance Plan for presentation to the Board no later than June 30 each year.

The Data Governance Plan shall include:

(a) An inventory of all software applications, digital tools, and extensions. The inventory shall include users of the applications, the provider, purpose, publisher, privacy statement, and terms of use;

(b) A review of all software applications, digital tools, and extensions and an assurance that they meet or exceed minimum standards set by the New Hampshire Department of Education;

(c) Policies and procedures for access to data and protection of privacy for students and staff including acceptable use policy for applications, digital tools, and extensions used on District hardware, server(s) or through the District network(s);

(d) A response plan for any breach of information; and

(e) A requirement for a service provider to meet or exceed standards for data protection and privacy.

2. **Policies and Administrative Procedures.** The Superintendent, in consultation with the ISO, is directed to review, modify and recommend (policies) create (administrative procedures), where necessary, relative to collecting, securing, and correctly disposing of District data (including, but not limited to Confidential and Critical Data/Information, and as otherwise necessary to implement this policy and the Data Governance Plan. Such policies and/or procedures will may or may not be included in the annual Data Governance Plan.

C. Information Security Officer.

The Assistant Superintendent is hereby designated as the District's Information Security Officer (ISO) and reports directly to the Superintendent. The ISO in conjunction with the District's Information Technology contracted service provider is responsible for implementing and enforcing the District's security policies and administrative procedures applicable to digital and other electronic data, and suggesting changes to these policies, the Data Governance Plan, and procedures to better protect the confidentiality and security of District data. The ISO will work with the both District and building level administrators and Data managers (paragraph E, below) to advocate for resources, including training, to best secure the District's data.

D. Responsibility and Data Stewardship.

All District employees, volunteers and agents are responsible for accurately collecting, maintaining and securing District data including, but not limited to, Confidential and/or Critical Data/Information.

E. Data Managers.

All District administrators are data managers for all data collected, maintained, used and disseminated under their supervision as well as data they have been assigned to manage in the District's data inventory. Data managers will monitor employee access to the information to ensure that confidential information is accessed only by employees who need the information to provide services to the District and that confidential and critical information is modified only by authorized employees. Data managers will assist the ISO in enforcing District policies and procedures regarding data management.

F. Confidential and Critical Information.

The District will collect, create or store confidential information only when the Superintendent or designee determines it is necessary, and in accordance with applicable law. The District will provide access to confidential information to appropriately trained District employees and volunteers only when the District determines that such access is necessary for the performance of their duties. The District will disclose confidential information only to authorized District contractors or agents who need access to the information to provide services to the District and who agree not to disclose the information to any other party except as allowed by law and authorized by the District.

District employees, contractors and agents will notify the ISO or designee immediately if there is reason to believe confidential information has been disclosed to an unauthorized person or any information has been compromised, whether intentionally or otherwise. The ISO or designee will investigate immediately and take any action necessary to secure the information, issue all required legal notices and prevent future incidents. When necessary, the Superintendent, ISO or designee is authorized to secure resources to assist the District in promptly and appropriately addressing a security breach.

Likewise, the District will take steps to ensure that critical information is secure and is not inappropriately altered, deleted, destroyed or rendered inaccessible. Access to critical information will only be provided to authorized individuals in a manner that keeps the information secure.

All District staff, volunteers, contractors and agents who are granted access to critical or confidential information/data are required to keep the information secure and are prohibited from disclosing or assisting in the unauthorized disclosure of such confidential or critical data/information. All individuals using confidential and critical data/information will strictly observe all administrative procedures, policies and other protections put into place by the District including, but not limited to, maintaining information in locked rooms or drawers, limiting access to electronic files, updating and maintaining the confidentiality of password protections, encrypting and redacting information, and disposing of information no longer needed in a confidential and secure manner.

G. Using Online Services and Applications.

District staff members are encouraged to research and utilize online services or applications to engage students and further the District's education mission. District employees, however, are prohibited from installing or using applications, programs or other software, or online system/website, that either stores, collects or shares confidential or critical data/information, until the ISO approves the vendor and the software

or service used. Before approving the use or purchase of any such software or online service, the ISO or designee shall verify that it meets the requirements of the law, Board policy, and the Data Governance Plan, and that it appropriately protects confidential and critical data/information. This prior approval is also required whether or not the software or online service is obtained or used without charge.

H. Training.

The ISO in conjunction with the District's Information Technology contracted service provider will provide appropriate training to employees who have access to confidential or critical information to prevent unauthorized disclosures or breaches in security. All school employees will receive annual training in the confidentiality of student records, and the requirements of this policy and related procedures and rules.

I. Data Retention and Deletion.

The ISO or designee shall establish a retention schedule for the regular archiving and deletion of data stored on District technology resources. The retention schedule should comply with, and be incorporated [by reference] into the data/record retention schedule established under Policy EHB and administrative procedure EHB-R including but not limited to, provisions relating to Litigation and Right to Know holds as described in Policy EHB.

J. Consequences

Employees who fail to follow the law or District policies or procedures regarding data governance and security (including failing to report) may be disciplined, up to and including termination. Volunteers may be excluded from providing services to the District. The District will end business relationships with any contractor who fails to follow the law, District policies or procedures, or the confidentiality provisions of any contract. In addition, the District reserves the right to seek all other legal remedies, including criminal and civil action and seeking discipline of an employee's teaching certificate.

The District may suspend all access to data or use of District technology resources pending an investigation. Violations may result in temporary, long-term or permanent suspension of user privileges. The District will cooperate with law enforcement in investigating any unlawful actions. The Superintendent or designee has the authority to sign any criminal complaint on behalf of the District.

Any attempted violation of District policies, procedures or other rules will result in the same consequences, regardless of the success of the attempt.

DRUG-FREE WORKPLACE/ DRUG-FREE SCHOOLS POLICY (School Board Policy GBEC)

Drug and alcohol abuse in the workplace or at school or in connection with school-sponsored activities on or off school grounds threatens the health and safety of our students and our employees and adversely affects the educational mission of the District. Accordingly, the District is committed to providing a drug and alcohol free learning environment and workplace.

A. Drug-Free Workplace

1. All District workplaces are drug- and alcohol-free. All employees and contracted personnel are prohibited from:

a. Unlawfully manufacturing, dispensing, distributing, possessing, using, or being under the influence of any controlled substance or drug while on or in the workplace, including employees possessing a "medical marijuana" card.

b. Distributing, consuming, using, possessing, or being under the influence of alcohol while on or in the workplace.

2. For purposes of this policy, a "controlled substance or drug" means and includes any controlled substance or drug defined in the Controlled Substances Act, 21 U.S.C. § 812(c), or New Hampshire Controlled Drug Act RSA 318-B.

3. For purposes of this policy, "workplace" shall mean the site for the performance of work, and will include at a minimum any District building or grounds owned or operated by the District, any school-owned vehicle, and any other school-approved vehicle used to transport students to and from school or school activities. It shall also include off-school property during any school-sponsored or school-approved activity, event or function such as a field trip or athletic event where students are under the jurisdiction, care or control of the District.

4. As a condition of employment, each employee and all contracted personnel will:

a. Abide by the terms of this policy respecting a drug- and alcohol-free workplace, including any administrative rules, regulations or procedures implementing this policy; and

b. Notify his or her supervisor of his or her conviction under any criminal drug statute, for a violation occurring on District premises or while performing work for the District, no later than five (5) days after such conviction.

5. In order to make employees aware of dangers of drug and alcohol abuse, the District will endeavor to:

a. Provide each employee with a copy of the District drug- and alcohol-free workplace policy;

b. Post notice of the District drug- and alcohol-free workplace policy in a place where other information for employees is posted;

c. Establish a drug-free awareness program to educate employees about the dangers of drug abuse and drug use in the work place, the specifics of this policy, including, the consequences for violating the policy, and any information about available drug and alcohol counseling, rehabilitation, reentry, or other employee-assistance programs.

B. District Action Upon Violation of Policy

An employee who violates this policy may be subject to disciplinary action; up to and including termination of employment. Alternatively, the Board may require an employee to successfully complete an appropriate drug- or alcohol-abuse, employee-assistance rehabilitation program.

The Board will take disciplinary action with respect to an employee convicted of a drug offense in the workplace, within thirty (30) days of receiving notice of a conviction. Should District employees or contracted personnel be engaged in the performance of work under a federal contract or grant, or under a state contract or grant, the Superintendent will notify the appropriate state or federal agency from which the District receives contract or grant moneys of an employee/contracted personnel's conviction, within ten (10) days after receiving notice of the conviction.

The processes for disciplinary action shall be those provided generally to other misconduct for the employee/contractor personnel as may be found in applicable collective bargaining agreements, individual contracts, School Board policies, contractor agreements, and or governing law. Disciplinary action should be applied consistently and fairly with respect to employees of the District and/or contractor personnel as the case may be.

C. Drug-Free School Zone

Pursuant to New Hampshire's "Drug-Free School Zone" law (RSA Chapter 193-B), it is unlawful for any person to manufacture, sell prescribe administer, dispense, or possess with intent to sell, dispense or compound any controlled drug or its analog, within a "drug-free school zone". The Superintendent is directed to assure that the District is and remains in compliance with the requirements of RSA 193-B, I, and N.H. Ed. Part 316 with respect to establishment, mapping and signage of the drug-free zone around each school of the District.

D. Implementation and Review

a. The Superintendent is directed to promulgate administrative procedures and rules necessary and appropriate to implement the provisions of this policy.

b. In order to maintain a drug-free workplace, the Superintendent will perform a biennial review of the implementation of this policy. The review shall be designed to (i) determine and assure compliance with the notification requirements of section A.5.a, b and d; (ii) determine the effectiveness of programs established under paragraph A.5.c above; (iii) ensure that disciplinary sanctions are consistently and fairly enforced; and (iv) and identify any changes required, if any.

Legal References:

41 USC §8101 Et. seq., Drug-free workplace requirements for Federal contractors, and Federal grant recipients

RSA Chapter 193-B, Drug Free School Zones

NH Admin Code, Ed. Part 316

(School Board Policy JICG)

USE OF TOBACCO PRODUCTS STRICTLY PROHIBITED IN/ON ALL

State law prohibits the use of any tobacco product, E-cigarette, or liquid nicotine in any facility or upon any grounds maintained by the District. Students and minors are further prohibited from possessing such items in or upon any facility, school vehicle, or grounds owned or maintained by the District.

A. Definitions

"Tobacco product(s)" means any product containing tobacco including, but not limited to, cigarettes, smoking tobacco, cigars, chewing tobacco, snuff, pipe tobacco, smokeless tobacco, and smokeless cigarettes, as well as any other product or item included in RSA 126-K:2, XI as the same may be amended or replaced from time-to-time.

"E-cigarette" means any electronic smoking device composed of a mouthpiece, a heating element, a battery, and electronic circuits that provides a vapor of pure nicotine mixed with propylene glycol to the user as the user simulates smoking. This term shall include such devices whether they are manufactured as e-cigarettes, e-cigars, or e-pipes, or under any other product name as well as any other product or item included in RSA 126-K:2, II-a as the same may be amended or replaced from time-to-time.

"Liquid nicotine" means any liquid product composed either in whole or in part of pure nicotine and propylene glycol and manufactured for use with e-cigarettes, as well as any other product or item included in RSA 126-K:2, III-a as the same may be amended or replaced from time-to-time.

"Facility" is any place which is supported by public funds and which is used for the instruction of students enrolled in preschool programs and in all grades maintained by the District. This definition shall include all administrative buildings and offices and areas within facilities supportive of instruction and subject to educational administration, including, but not limited to, lounge areas, passageways, rest rooms, laboratories, classrooms, study areas, cafeterias, gymnasiums, maintenance rooms, and storage areas.

B. Students

No student shall purchase, attempt to purchase, possess or use any tobacco product, E-cigarette, or liquid nicotine in any facility, in any school vehicle or anywhere on school grounds maintained by the District.

Enforcement of the prohibition against students shall initially rest with building principals, or their designees, who may also report any violation to law enforcement, for possible juvenile, criminal or other proceedings as provided under state law. Additional consequences may be administered pursuant to printed student conduct rules.

C. Employees

No employee shall use any tobacco product, E-cigarette, or liquid nicotine, in any facility, in any school vehicle or anywhere on school grounds maintained by the District.

Initial responsibility for enforcement of this prohibition shall rest with building principals, or their designees. Any employee(s) who violate(s) this policy is subject to disciplinary action which may include warning, suspension or dismissal. Violations may also be referred to appropriate law enforcement and/or other appropriate agencies for criminal or other proceedings as provided under state law.

D. All other persons

No visitor, contractor, vendor or other member of the public, shall use any tobacco product, E-cigarette, or liquid nicotine in any facility, in any school vehicle, or anywhere on school grounds maintained by the District.

The building principal(s), and where appropriate, other site supervisor (athletic director, vehicle driver, etc.), or their designee(s), shall have the initial responsibility to enforce this section, by requesting that any person who is violating this policy to immediately cease the use of tobacco products, E-cigarette or liquid nicotine. After this request is made, if any person refuses to refrain from using such products in violation of this policy, the principal, site supervisor, or designee may call contact the appropriate law enforcement agency(ies) for possible criminal or other proceedings as provided under state law.

E. Implementation and Notice - Administrative Rules and Procedures.

The Superintendent shall establish administrative rules and procedures to implement this policy, which rules and procedures may be building level and/or district-wide. Rules and procedures relating to student violations and resulting disciplinary consequences should be developed in consultation with building principal(s).

The Superintendent, working with the building principal(s), shall provide annual notice to employees, students and parents of the pertinent provisions of this policy (e.g., student or staff handbook) along with applicable administrative regulations and procedures, which may include prescribed consequences for violations of this policy. Such notice should include information that violation of this Policy could lead to criminal or other such proceedings.

Signs shall be placed by the District in all buildings, facilities and school vehicles stating that the use of tobacco products is prohibited.

Legal References:

- *RSA 155:64 - 77, Indoor Smoking Act*
- *RSA 126-K:2, Definitions*

- *RSA 126-K:6, Possession and Use of Tobacco Products by Minors*
- *RSA 126-K:7, Use of Tobacco Products on Public Educational Grounds Prohibited*

**STUDENT ATTENDANCE AND ABSENTEEISM
(School Board Policy JH)**

The Board requires that school-aged children enrolled in the District attend school in accordance with all applicable state laws and Board policies. Attendance shall be required of all students enrolled in the District during the days and hours that school is in session.

The Board considers the following to be excused absences:

1. Illness
2. Recovery from an accident
3. Required court attendance
4. Medical and dental appointments
5. Death in the immediate family
6. Observation or celebration of a bona fide religious holiday
7. such other good cause as may be acceptable to the principal or permitted by law

Any absence that has not been excused for any of these reasons will be considered an unexcused absence.

In the event of an illness, parents must call the school and inform the District of the student’s illness and absence. For other absences, parents must provide written notice or a written excuse that states one of these reasons for non-attendance. The Principal may require parents to provide additional documentation in support of their written notice, including, but not limited to doctor’s notes, court documents, obituaries, or other documents supporting the claimed reason for non-attendance.

If parents wish for their child to be absent for a reason not listed above, the parent must provide a written explanation of the reason for such absence, including why the student will be absent and for how long the students will be absent. The Principal will make a determination as to whether the stated reason for the student’s absence constitutes good cause and will notify the parents via telephone and writing of his/her decision. If the Principal determines that good cause does not exist, the parents may request a conference with the Principal to again explain the reasons for non-attendance. The Principal may then reconsider his/her initial determination. However, the Principal’s decision will be final.

Truancy

Truancy is defined as any unexcused absence from school or class. (JHB). Ten half-days of unexcused absence during a school year constitute habitual truancy. A half-day absence is defined as a student missing more than two hours of instructional time. A full-day is defined as a student missing more than three and one-half hours of instructional time. The Principal and or Truant office is hereby designated as the District employees responsible for overseeing truancy

PARENTAL NOTIFICATON OF TRUANCY

When a student reaches habitual truancy status or is in danger of reaching habitual truancy status, the Principal will send the student’s parent a letter which includes:

1. A statement that the student has become or is in danger of becoming habitually truant.
2. A statement of the parent’s responsibility to ensure that the student attends school; and
3. A request for a meeting between the parents and the Principal to discuss the student’s truancy and to develop a plan with the parents for reducing the student’s truancy.

INTERVENTION PROCESS TO ADDRESS TRUANCY

1. Investigates the cause (s) of the student’s truant behavior
2. Involves the parents in the development of a plan to reduce truancy
3. Design a plan to improve school attendance.

The Superintendent will assure that this policy is included in or reference in the student handbooks.

STUDENT TRANSPORTATION SERVICES

Students using the Somersworth School District transportation services must understand that they are under the jurisdiction of the School District from the time they board at the bus stop until they exit at the bus stop.

Students transported in a school bus shall be under the authority of the School District and under the control of the bus driver. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a pupil to be denied the privilege of transportation in accordance with the regulations of the Somersworth School Board. The driver of the bus shall be held responsible for the orderly conduct of the pupils transported. Each driver has the support of the School Board in maintaining good conduct on the bus. If a student is to lose the privilege of riding on the bus, advance warning will be given, except for extreme misconduct.

ELIGIBILITY

Students who meet the following criteria will be provided transportation to the school they attend:

- a. All kindergarten students are eligible for transportation to and from school.
- b. Elementary school students (grades 1-5) who live greater than 1 mile from the school they attend will be transported.
- c. Secondary students (grades 6-8) who live greater than 1.5 miles from the school they attend will be transported.
- d. Secondary students (grades 9-12) who live greater than 2 miles from the school they attend will be transported.
- e. All distances are measured from the normal bus drop off point of the subject school following city streets or public walkways to the nearest property line of the student's residence.

BUS STOP

Students will be expected to walk a distance no greater than the following to their assigned bus stop:

Elementary students (grades 1-5)	= 0.3 miles
Secondary students (grades 6-8)	= 0.5 miles
Secondary students (grades 9-12)	= 1.0 mile

SCHOOL BUS CAMERA POLICY

The Somersworth School District views safety to be the most important aspect of its transportation program. To this end, video cameras may be installed on the buses to promote desired student behavior and to permit the driver to concentrate more of his/her attention on the safe operation of the school bus. Audio recordings in conjunction with video recordings may also be captured on school buses in accordance with the provisions of RSA 570-A:2.

TRANSPORTATION VEHICLE RULES

1. All students must be on time. The transportation vehicle cannot wait for you.
2. Stand back in an orderly line at pick-up points until the vehicle comes to a complete stop.
3. Enter the vehicle in an orderly fashion and go directly to a seat.
4. All passengers must be seated while the vehicle is in motion. A driver may, at his/her discretion, ask students to move to a seat at the front of the vehicle, when it is stopped, in anticipation of getting off at the next stop.
5. The driver is in complete charge with regard to the operation and safety of the vehicle and must be obeyed.
6. Permission must be given by the driver to open windows. Passengers shall not extend arms, legs or heads out of windows or doors and shall not shout at pedestrians.
7. Do not talk to the driver, except in an emergency.
8. Students shall not mar or deface the transportation vehicle. Damage done must be paid for by the student or his/her parents/guardians.
9. Do not place lunch boxes, books or other objects in the aisle of the vehicle.
10. Students are prohibited from using tobacco, alcohol, drugs or any controlled substance. The police will be notified whenever a student is involved in the possession and/or use of tobacco, alcohol, drugs or any illegal substances.
11. Normal conversation is allowed; however, loud talking, shouting and unnecessary confusion may divert the driver's attention and a serious accident may result.
12. Students shall not eat nor consume beverages while on the transportation vehicle.
13. No student shall sit in the driver's seat, nor shall any student sit in such a manner that he/she interferes with the driver.

14. Nothing shall be thrown in the vehicle, from the vehicle or at the vehicle.
15. Before leaving the vehicle, remain in your seat until the vehicle stops.
16. **DO NOT** rush or run and push to leave (or enter) the vehicle.
17. Enter the aisle slowly and go directly to the exit door.
18. When getting off the vehicle, go around the **FRONT** of the vehicle and wait until the driver directs you to cross the road.
19. Students should cross the street toward or away from the transportation vehicle only while the red flashing lights are in operation.
20. Students shall not carry hazardous material, nuisance items or animals onto the bus.

BUS BEHAVIOR EXPECTATIONS

1. All passengers shall conduct themselves as “ladies and gentlemen” at all times.
2. Students are expected to be courteous and accept the responsibility that accompanies the privilege of transportation extended by the citizens of Somersworth.
3. The cooperation of parents/guardians and students is needed to maintain proper conduct while awaiting and riding on transportation vehicles.
4. Fighting (verbal or physical) or threatening behavior is not acceptable while loading, riding or unloading the transportation vehicle.
5. Students shall refrain from the use of profane language, obscene gestures, excessive noise, fighting, wrestling or acts of physical aggression on the transportation vehicle.
6. While riding on the transportation vehicle, use “inside” voices.
7. Treat all transportation vehicles with care and respect.
8. Follow the directions of your authorized bus monitors (or other supervisors) until you are loaded onto the transportation vehicle.
9. Follow the directions of the driver while loading, riding and unloading the transportation vehicle.
10. Be courteous toward your fellow riders as well as the driver.

BUS DISCIPLINE

If any student is to be reported, the driver of the bus on which the incident occurs will fill out the School Bus Incident Report form then give it to the Transportation Coordinator of the private contractor. The parents/guardians will be informed via telephone. A copy of the form will also be mailed to the parents. A second copy will be sent to the Building Principal. The third copy will be sent to the Superintendent’s office.

If a student is reported, the Transportation Coordinator of the private contractor will take the following disciplinary action according to the Somersworth School Board Policy EEA. Special circumstances may warrant a variance from the procedure:

1. The first report is a written warning that an incident occurred. The report will be mailed to the parent/guardian by the transportation provider; and a copy will be submitted to the Building Principal, or designated person, and to the Superintendent of schools. Telephone contact with the parent/guardian will also be attempted.
2. A second offense will bring disciplinary action and possible suspension of transportation vehicle riding privileges for five (5) days. A telephone call and letter will be sent to the parent/guardian, and a copy will be submitted to the Building Principal, or designated person, and to the Superintendent of schools.
3. A third offense will bring a (10) ten-day suspension from riding the transportation vehicle. Notices shall be sent to the parent/guardian and Building Administrator.
4. The fourth offense will result in suspension of transportation privileges for the remainder of the school year.

Transportation suspension begins with the morning route pick-ups. A student suspended may be transported home in the afternoon. With due notice given to the student’s parent/guardians, the students’ suspension would then begin the next morning. Exception to this rule may be made if the situation warrants. The Building Principal, designated person, or Superintendent of Schools shall decide.

RESPONSIBLE BUS RIDING

1. The student must be aware that the use of the transportation system is a privilege. This privilege is extended to the students for safe transportation. The students must also be aware that with the extension of this privilege goes the responsibility of good citizenship, and that the students will be held accountable for their behavior.
2. It is the responsibility of both the parents/guardians and the students to ensure appropriate student behavior/conduct and to provide support and cooperation so that all rules are obeyed while using school transportation. It is the responsibility of parents/guardians to ensure that children are safe upon disembarking from the school bus. If a

parent/guardian fails to ensure this safety, upon recommendation of the Superintendent, the School Board may rescind the privilege of using the transportation service.

3. If a driver has reason to believe that a child, upon disembarking from the school bus, is entering any unsafe situation, the driver shall radio his/her dispatcher to seek assistance. If the situation cannot be resolved, the child shall be returned to his/her school.

APPEAL PROCESS

The Appeal Process and further information regarding Student Transportation Services can be located in School Board Policy EEA. School Board policy books are available at each school and the SAU 56 Office at 51 West High Street.

RSA 265:54 Overtaking and passing a school bus

This states law requires that the driver of a vehicle must stop his/her vehicle at least 25 feet away from a school bus when the bus is receiving or discharging school children. The driver shall not proceed until the school bus resumes motion or until the **flashing red lights** have ceased to operate. This ensures the safety of our students while they board or exit the bus at school or at the bus stop.

USE OF RESTRAINTS

(School Board Policy JKAA)

A copy of this policy is available upon request. Please contact Eris Hersey, Principal, or Liza Cocco, Assistant Principal.

STUDENT RECORDS AND ACCESS

The Superintendent shall develop such procedures as are necessary to comply with the federal "Family Educational Rights and Privacy Act of 1974" (FERPA) and other applicable statutes governing student records. This policy is adopted pursuant to the federal Family Educational Rights and Privacy Act of 1974 (FERPA), the Health Insurance Portability and Accountability Act of 1996 (HIPAA), and other applicable statutes governing student records so as to ensure a uniform policy of access to student records.

DEFINITIONS

For the purposes of this regulation, the Somersworth School District has used the following definitions of terms.

Student: Any person who attends or has attended a school in the School District.

Eligible student: A student or former student who has reached age 18 or is attending a postsecondary school.

Parent: Either natural parent of a student, a *legal guardian*, or an individual acting as a parent or *legal guardian* in the absence of the student's parent or guardian *with notarized permission*.

Education records: Any record including but not limited to handwriting, print, tapes, computer media microfilm, microfiche) maintained by the School District or an agent of the District which is directly related to a student, except:

1. A personal record kept by a school staff member if it is kept in the personal possession of the individual who made the record, and information contained in the record has never been revealed or made available to any other person except the maker's temporary substitute.
2. An employment record which is used only in relation to a student's employment by the School District.
3. Alumni records which contain information about a student after he or she is no longer in attendance at the District and the records do not relate to the person as a student.

ANNUAL NOTIFICATION

Parents will be notified of their Family Educational Rights and Privacy Act (FERPA) rights annually. Annual notification includes:

- The procedure to inspect and review education records;
- The procedure to request amendment of education records;
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
- The right of parents to file a complaint with the Family Policy Compliance Office (FPCO) in the *US Dept. of Ed.*

RECORD OF REQUESTS FOR DISCLOSURE

The District will maintain a record of all requests for and/or disclosure of information from a student's education records, excluding requests of school officials and requests for directory information. The record will indicate the name of the party making the request, any additional parties to whom it may be disclosed, and the legitimate interest the party had in requesting or obtaining the information. The record may be reviewed by the parents or eligible student.

PROCEDURE TO INSPECT EDUCATIONAL RECORDS

Parents of students or eligible students may inspect and review the student's education records upon written request. The Principal (or other designated school official) will make the needed arrangements for access as promptly as possible and notify the parent or eligible student of the time and place where the records may be inspected. Access must be given in 45 days or less from the receipt of the request.

When a record contains information about students other than a parent's child or the eligible student, the parent or eligible student may not inspect and review the portion of the record which pertains to other students.

Refusal to Provide Copies:

The District understands that it cannot deny parents access to their children's records, except those records excluded under the Family Educational Rights and Privacy Act, and the District is required to describe the circumstances in which it may deny parents a copy of a student's education record. Example: If the record involves answers to a standardized test, the District will not provide a parent a copy of standardized test questions.

Fees for Copies of Records:

The District reserves the right to charge a fee per page *based on district rate* for records in excess of 10 pages. No fee will be charged to parents who wish to inspect or review material, or for searching and retrieving information.

Disclosure of Education Records:

The District will disclose information from a student's education records only with the written consent of the parent or eligible student, except:

1. To school officials who have a legitimate educational interest in the records.

A school official is:

- A person employed by the District as an administrator, supervisor, instructor, or support staff member.
- A person elected to the School Board.
- A person employed by or under contract to the District to perform a special task, such as an attorney, auditor, medical consultants or therapists.

A school official has a legitimate educational interest if the official is:

- Performing a task that is specified in his or her position description or by a contract agreement.
 - Performing a task related to the student's education.
 - Performing a task related to the discipline of a student.
 - Providing a service or benefit relating to the student or student's family, such as health care, counseling, or job placement.
2. To officials of another school in which a student seeks or intends to enroll upon request of such official. The District will make a reasonable attempt to notify the parent of the transfer.
 3. To certain officials of the U.S. Department of Education, the Comptroller General, and State and local educational authorities, in connection with certain state or federally supported education programs.
 4. In connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid.

5. To organizations conducting certain studies for or on behalf of the District.
6. To accrediting organizations to carry out their functions.
7. To parents of a student unless excluded by a divorce decree or court order.
8. To comply with a judicial order or a lawfully issued subpoena.
9. To appropriate parties in a health or safety emergency.

DIRECTORY INFORMATION

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. The District designates the following items as Directory Information:

- student name and address
- grade level
- major field of study
- participation in officially recognized activities and sports
- dates of attendance, degrees and awards received
- most recent educational agency attended

The District may disclose any of those items without prior written consent, unless notified in writing to the contrary.

The District may disclose any of those items without prior written consent, unless notified in writing to the contrary. Such requests must be filed with the building principal in writing, dated and signed by parents or student. Each such request shall expire on the first of October of the following year.

All persons collecting or using personally identifiable information on educationally handicapped students must receive instruction regarding the State's policies and procedures regarding the confidentiality of personally identifiable information.

CORRECTION OF EDUCATIONAL RECORDS

Parents or eligible students have the right to ask to have records corrected that they believe are inaccurate, misleading, or in violation of their privacy rights. Following are the procedures for the correction of records:

1. Parents or the eligible student must request in writing that the District amend the record. In so doing, they should identify the part of the record they want changed and specify why they believe it is inaccurate, misleading or in violation of the student's privacy or other rights.
2. The District may comply with the request or it may decide not to comply. If it decides not to comply, the District will notify the parents or eligible student of the decision and advise them of their right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's rights.
3. Upon written request, the District will arrange for a hearing, and notify the parents or eligible student, reasonably in advance, of the date, place, and time of the hearing.
4. The hearing will be conducted by a hearing officer who is a disinterested party; however, the hearing officer may be an official of the District or School Administrative Unit. The parents or eligible student will be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. The parents or student may be assisted by one or more individuals, including an attorney *at the parent or eligible student's expense*.
5. The District will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reason for the decision.
6. If the District decides that the challenged information is not inaccurate, misleading, or in violation of the student's right of privacy, it will notify the parents or eligible student that they have a right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision.
7. The statement will be maintained as part of the student's education records as long as the contested portion is maintained. If the school District discloses the contested portion of the record, it will also disclose the statement.
8. If the District decides that the information is inaccurate, misleading, or in violation of the student's right of privacy,

it will amend the record and notify the parents or eligible student, in writing, that the record has been amended.

RSA91-A:5 Access to Public Records, Public Law 90-247 (FERPA), Public Law 104-191(HIPAA), No Child Left Behind Act

IDLEHURST EXPECTATIONS

(Please post this in your home)

Be Safe

Be Respectful

Be Responsible

Classroom Expectations

- ❖ Keep your hands and feet to yourself
- ❖ Make eye contact when talking to someone
- ❖ Raise your hand to speak
- ❖ Wait your turn
- ❖ Speak with respect
- ❖ Listen actively. Be alert and responsive
- ❖ Work quietly by yourself
- ❖ Use 'indoor' voices
- ❖ Share
- ❖ Be friendly to others
- ❖ Use kind words and actions.
- ❖ Ignore students who are not behaving politely.
- ❖ Treat other's property with respect – do not take, destroy or vandalize.

Cafeteria Expectations

- ❖ Walk at all times while in the cafeteria
- ❖ Keep your hands and feet to yourself
- ❖ Sit with good posture and good spacing
- ❖ Sit facing the table with food in front of you
- ❖ Chew food with mouth closed
- ❖ Use 'indoor' voices to talk with people in front of you, beside you or diagonally across the table
- ❖ Hold utensils and napkins with care
- ❖ Don't play with food
- ❖ Keep your table neat
- ❖ Put trash and uneaten food in trash barrel when your table is called
- ❖ Wipe your face and hands with a napkin after you finish eating.

Recess Expectations

- ❖ Keep your hands and feet to yourself.
- ❖ Watch where you are going
- ❖ Share. Include others in your game
- ❖ Play in marked areas only
- ❖ Respect others' space and property
- ❖ Line up without pushing or cutting.
- ❖ Be friendly and polite to others
- ❖ Play safely on playground equipment
- ❖ Keep hardballs and other toys at home
- ❖ Do not throw things like sand, snow, sticks or rocks.

Bus Expectations

- ❖ Follow the driver's instruction
- ❖ Sit in assigned seat
- ❖ Respect others' space and property

- ❖ **B (Back to back; Bottom to bottom) Facing forward)**
- ❖ **U (Use quiet, respectful words)**
- ❖ **S (Safe hands and feet)**

Assembly Expectations

- ❖ Walk quietly into the assembly area
- ❖ Sit quietly
- ❖ Keep your hands and feet to yourself
- ❖ Wait quietly for presentation to begin
- ❖ Sit on your bottom
- ❖ Keep eyes on performance
- ❖ Wait to be invited to participate
- ❖ Applaud appropriately when the performance is over
- ❖ Wait for a signal from your teacher before leaving the cafeteria

Hallway Expectations

- ❖ Walk quietly in a single line
- ❖ Keep your hands and feet to yourself
- ❖ Walk on right side of hallways and doorways.
- ❖ Greet others with a quiet and safe wave

Library Expectations

- ❖ Keep your hands and feet to yourself
- ❖ Walk quietly at all times while entering, exiting and working in the library
- ❖ Be especially quiet when others are studying or a library class is in session.
- ❖ Sit quietly with a book if you are not checking out a book with your class
- ❖ Put books back where you found them or put them in book drop if you don't remember
- ❖ Always use the library computers respectfully

Bathroom Expectations

- ❖ **D (Do your business)**
- ❖ **R (Respect privacy)**
- ❖ **U (Use the trash can)**
- ❖ **M (Minimum quiet talking)**
- ❖ **S (Straight to and from bathroom)**
- ❖ **S (Scrub your hands)**

Permission to post student items on a school website:

Occasionally we wish to post a picture of a particular school activity (such as a play, artwork, science project, sporting event, or other activity) on a school department’s website. This may involve posting a picture showing a student or group of students or posting a sample of a student’s work. If a student’s picture or work is used:

- *He/she is only identified by first name
- *Personal information (phone #, address, etc.) will **not** be published
- *Documents will not include information that indicates the physical location of a student at a given time other than attendance at a particular school or participation in an activity.

_____ **Yes, I do grant permission** to the Somersworth School District to post pictures of my son/daughter or samples of his/ her work on a school department’s website. I understand these pictures may distinctly identify him or her. I further release the City of Somersworth, and the Somersworth School District and its employees, officials, and agents from liability of any claims including without limitations, claims of libel, defamation, invasion of privacy and right of publicity, and infringement of proprietary rights, arising out of or relating to the exercise of rights granted under this CONSENT AND RELEASE.

_____ **No, I do not grant permission** to post pictures or work samples of my son/daughter on a school website.

Permission to videotape or photograph:

Throughout the school year, we sometimes videotape or photograph teaching activities and school events. Videotapes may be shown in the classroom, at parent meetings, at events such as open house, etc. A member of the school staff or a PTA volunteer will do the videotaping or photographing.

_____ **Yes, I do grant permission** to have my son/daughter included in school videotapes and photographs.

_____ **No, I do not grant permission** to have my son/daughter included in school videotapes and photographs.

Idlehurst School Handbook:

The Idlehurst Handbook includes information regarding the daily operation of the building, a staff directory, a PTA letter, and school board policies and procedures. We hope that you will review the handbook with your child at <https://idlehurstadministrativeteam.weebly.com/> under the “important documents” tab.

_____ Yes, I have reviewed the 2020-2021 Idlehurst School Handbook.

Please complete this form and return it to your child’s teacher tomorrow.

Thank you very much!

Child’s Name: _____

Teacher’s Name: _____

Parent’s Signature: _____

Date: _____